

CHAPTER 5**MAKING CHANGES**

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During the two year licensing period, all families experience change. Some are so significant that Supervising Agencies must inform the Licensing Authority about them so that the license can be modified to reflect the change. Changes of this nature include:

- Change in the capacity of a home (e.g., adding an extra bedroom)
- Change in family membership (e.g., a foster parent leaves due to divorce)
- Change in residence (i.e., the family moves)
- Change from foster care to therapeutic foster care

In the case of the above changes, as long as the change complies with minimum licensing standards, the license may be changed during the time it is in effect.

One change that cannot be made under the same license is the move from a foster home license to a residential child-care facility license. To make this switch, the foster home license must be terminated and a new application made to become a licensed residential child-care facility.

Things to Remember When Making Changes

- **Cover Letter.** Always send a cover letter including your contact information.
- **Timeframe.** Changes should be submitted within **60 days** of the change.
- **Documentation.** Fill in all required information and date all documents. The only signature required for changes is the licensing professional's. Remember to enter the desired effective date of the change you are requesting.
- **Fax.** *DO NOT FAX* any documents without prior approval from a licensing consultant.
- **Retroactive Changes.** Some changes to a family's license (e.g., regarding the age range, number of children in the home, or gender of the children in the home) may be made after the change has taken place. However, to avoid difficulties with reimbursement of foster parents, retroactive changes should be submitted to the Licensing Authority as soon as possible.
- **Filling out the DSS-5157.** Complete Part III of this form where applicable.

The Perfect Change Package

In case of the following changes, licensing professionals should complete a change application and submit it to the Licensing Authority.

- Change in the capacity of a home
- Change in age range and gender of children for placement
- Adding a family household member
 - *Note: If you are adding someone as a licensed foster parent, do not use a change packet. Instead, a new application, Foster Home License Application DSS-5016, and all required forms for licensure must be submitted to the Licensing Authority.*
- Removing a family household member or foster parent
- Change in residence
- Change from foster care to therapeutic foster care
- Change from therapeutic foster care to foster care

A description of the “perfect” packet for any of these changes can be found below. Although samples of these forms have been provided in earlier chapters, for your convenience we have included on the following page a sample of the Relicense, Change, and Termination Request (DSS-5157) which is required for all changes. Signature on DSS-5157 for changes: Please note that for a change, the signature of the licensing professional (licensing social worker) only is required.

The Perfect Change Package

- Cover letter
- Foster Care Facility License Action Request (DSS-5015)
Mark changes in INK on the DSS-5015
- Relicense, Change, and Termination Request Application (DSS-5157) – complete Part III as applicable.

Change of Address

- Fire Safety Inspection Report (DSS-1515)
- Environmental Conditions Checklist (DSS-5150)

Adding an Adult Household Member

- Medical History Form (DSS-5017) & TB tests (if 18 of age or older)
- Request for Medical Information (DSS-5156)
- Document new member's relationship to foster parent on the cover letter
- Fingerprint clearance letter, all other required criminal record searches kept in agency file

Change from Foster Care to Therapeutic Foster Care

- Remember: Document training received for providing mental health services
- Remember : Complete Part I (8) for this change

Change in Capacity

- Remember: Complete Sleeping Arrangement Chart on DSS-5157
- Remember: Complete Part I. (8) for all capacity changes

Removing a Household Member or Foster Parent

- To remove a household member or foster parent document the reason on the DSS-5157 & the cover letter
- To remove a household member who is not a foster parent, their signature is not required.
- To remove a licensed foster parent who wishes to terminate their foster parent status, their signature is required on the DSS-5157. Document the reason for their decision; and an explanation if they are not available to sign.

If You Have Questions

Please contact the Licensing Authority for guidance or consultation: 828/669-3388.